

SAMPLE LETTER OF FUND ALLOCATION  
Storm Water Management Plan

A letter of guarantee for the non-structural BMP's is required. The letter should be on company letterhead, signed by the person in charge of budgeting for the organization and in the following format.

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**[Company letterhead]**

Mr. Samir Amin, City Engineer  
City of Milwaukee, Infrastructure Services Division  
841 North Broadway, Room 701  
Milwaukee, WI 53202

SUBJECT: Storm Water Management Plan (SWMP) Maintenance Guarantee for  
**[Name of Project]**.

Dear Mr. Amin:

We are supplying this letter as a written guarantee that we have allocated sufficient staff and money in our annual budget to provide for the maintenance items for the subject SWMP. The maintenance is detailed in items number 14 and 15 of the SWMP. This letter also verifies that we are aware that the SWMP is subject to recertification every five years.

Sincerely,

**[Signature]**

**[Name]**

**[Title]**

**[Phone]**

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